

Dear Executive Agency or Department Mail Managers:

Attached is the Mail Management Report for FY05 that needs to be completed by your office and returned to General Services Administration (GSA). The report was developed as a tool to assist mail managers with identifying requirements of the mail management plan as outlined in the Mail Management Regulation 41 CFR Parts 102-192-110 and 41 CFR Part 102-192.115. A copy of this format is also posted on the Mail Management Policy website located at <http://www.gsa.gov/mailpolicy>. Your data should cover requirements in the regulation for FY2005. All submissions should be sent to:

GENERAL SERVICES ADMINISTRATION (GSA)
OFFICE OF TRAVEL, TRANSPORTATION, AND ASSET MANAGEMENT (MTT)
1800 F STREET NW ROOM 1221
WASHINGTON DC 20405

Or electronically to: federal.mail@gsa.gov

Each year GSA has revised the reporting format for ease of use. This year there were concerns about possible last minute changes to the format. GSA has decided that no changes will be made to this year's report to allow ample time for agency responses to be submitted. Last year, GSA received 96% of the reports that were sent out. This was the highest response ever. We appreciate your effort in completing the report and submitting this valuable information.

Please complete and return your report no later than **March 30, 2006**. If you are unable to provide all the requested information, submit the items that you can answer in this short time frame as opposed to submitting a deviation. If you choose to request a deviation, please refer to section 41 CFR Part 102-192.45 and 41 CFR Parts 102-2.60 through 102-2.110 of the regulation.

GSA's Mail Policy staff will work diligently with the executive agency and department mail managers to assist with questions or concerns regarding this format. If you have further questions, you may contact Denise Love at (202) 219-1349 or Derrick Miliner at (202) 273-3564.

Sincerely,

Denise Love
Acting Project Director
Mail Management Policy